



## CURRENT MEMBERS Sports Registration Instructions

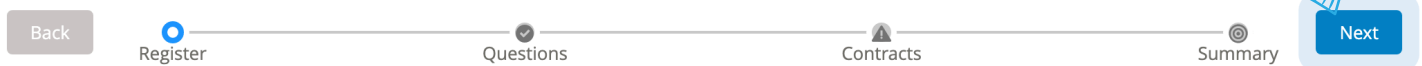
Please follow the directions below to re-register for Before/After School in the MyClubHub Parent Portal.

- Click on the **Parent Portal** button in the email or go to [bgcs.org/myclubhub](https://bgcs.org/myclubhub). Click **Need a Login?**

- Fill out the 4 required fields with PARENT/GUARDIAN information. Not sure what email you used in Club Connect? Email [info@bgcs.org](mailto:info@bgcs.org).
- Once the system has connected you to your account, you will receive an email with a link to create a new password.
- Login to your account with your email and newly created password.
- Click the **“Browse Program Registrations”** button. This can be located on the right side of your desktop screen or at the top of a mobile screen.
- Update your location to the branch you want your child to attend in the upper left hand corner.
- Click **Sports** under categories in the sidebar on the left to view Sports Programs.

Current Location: **Barker Branch** (Change)

- Click the **Options** button to view programs for your child(ren).
- Find the sport program you want to register your child(ren) for and click **Enroll**.
- If you have more than one child, you can add all of their enrollments to your cart at once. Once all of your enrollments are added to your cart, click the flashing **Next** button.



- Follow the prompts and complete the required questions.
- On the summary page, click the **Setup Payment Method** button to add your credit card information.
- Click the **Done** button in the upper right hand corner.
- You're all set and re-registered for the school year!

**IMPORTANT:** You will be required to pay for your registration upon enrollment. Registration is not complete without payment.

Questions? Need Help? Call **(480) 344-5520** or email [info@bgcs.org](mailto:info@bgcs.org).



### ADMINISTRATIVE OFFICES

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## NEW MEMBERS

# Sports Registration Instructions

For recently registered members who were not migrated to [MyClubHub](#), please follow the directions below to register for Before/After School in the [MyClubHub](#) Parent Portal:

- Click on the [Parent Portal](#) button in the email or go to [bgcs.org/myclubhub](#). Click [Need a Login?](#)

- Fill out the form with PARENT/GUARDIAN information.
- You will receive an email with a link to create a password.
- Login to your account with your email and newly created password.
- Click the [“Browse Memberships”](#) button. This can be located on the right side of your desktop screen or at the top of a mobile screen.
  - Click [Change](#), to select your home Club location.
  - Select [Annual Membership](#).
  - Select the Sports Membership Type that you’d like to purchase.
  - Click [Add Household Member](#) and enter your child’s information. Answer the Membership Questions form and click the Finish button. If you request financial assistance while answering

Current Location: **Barker Branch** ([Change](#))

the membership questions, you will receive an email prompting you to complete the Financial Assistance application.

- If you have more than one child, you can add all of their memberships to your cart at once. Once all of your memberships are added to your cart, click the [Next](#) button.
- Click the [Setup Payment Method](#) button to add your credit card information.
- On the Homepage, click [Browse Program Registrations](#).
- Click [Sports](#) under categories in the sidebar on the left to view Sports Programs.
- Click the [Options](#) button to view programs for your child(ren).
- Find the sport program you wish to register for and click [Enroll](#).
- If you have more than one child, you can add all of their enrollments to your cart at once. Once all of your enrollments are added to your cart, click the flashing [Next](#) button.
- Follow the prompts and complete the required questions.
- On the summary page, click the [Pay Now](#) to pay with your credit card on file.
- Click the [Done](#) button in the upper right hand corner.
- You’re all set and re-registered!

**IMPORTANT:** You will be required to pay for your registration upon enrollment. Enrollment is not complete without payment.

Questions? Need Help? Call [\(480\) 344-5520](#) or email [info@bgcs.org](mailto:info@bgcs.org).



**BOYS & GIRLS CLUBS**  
OF GREATER SCOTTSDALE

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